Setting Up an Organizational Hierarchy

This Job Aid is setup to print on 11x17
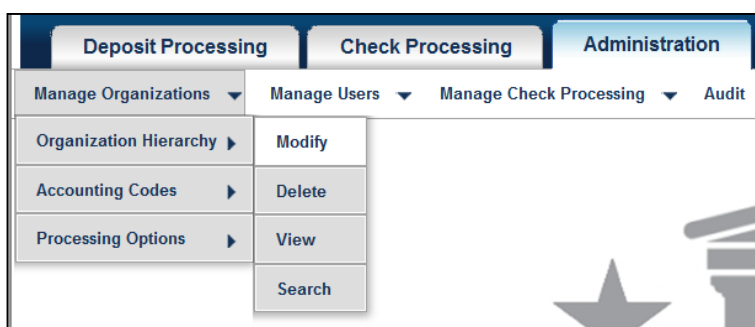
In this job aid, you will learn how to set up your organizational hierarchy. Specifically, you will learn how to:

Step 1. Add a lower level OTC Endpoint to highest level organization
Step 2. Add additional OTC Endpoints
Step 3. Add accounting codes
Step 4. Map Accounting Codes
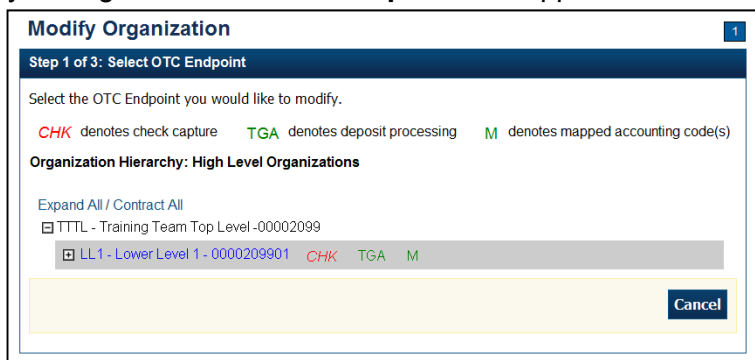**Step 5.** Set Deposit Processing Options

1 Add Lower Level OTC Endpoint to Highest Level Organization

To <u>add a lower level</u> **OTC Endpoint** to the **Highest Level Organization**, complete the following steps:
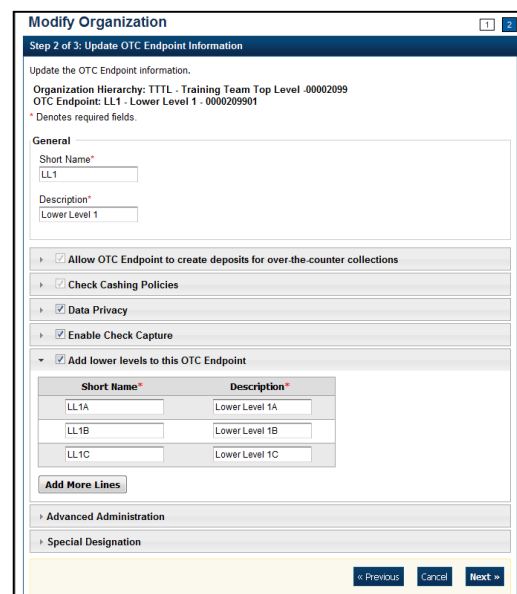
1.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**.
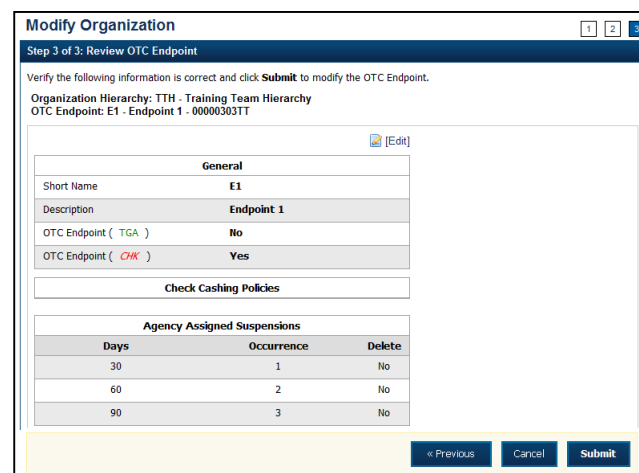
1.2 The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your organization's **OTC Endpoint** that appears in the list.

1.3 The *Step 2 of 3: Update OTC Endpoint Information* page appears. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the highest level organization (you can also add to lower level OTC Endpoints). Enter the lower level OTC Endpoints' **Short Name** and **Description**, then click **Next**.

1.4 The *Step 3 of 3: Review OTC Endpoint* page appears. Review and verify the OTC Endpoint details and click **Submit**.

2 Add Additional OTC Endpoints

To <u>add additional</u> **OTC Endpoints** to an existing **OTC Endpoint**, complete the following steps *(refer to graphics from Step 1)*:

2.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify** (see 1.1 above).

2.2 The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your **OTC Endpoint** that appears in the list (see 1.2 above).

2.3 The *Step 2 of 3: Update OTC Endpoint Information* page appears. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the existing endpoint. **Short Name** and **Description** text boxes appear. When you have finished, click **Next** (see 1.3 above).

2.4. The *Step 3 of 3: Review OTC Endpoint* page appears. Review and verify the OTC Endpoint details and click **Submit** (see 1.4 above).

Application Tip
Short name(s) are user-defined text describing an organization. You can choose to enter up to 10 alphanumeric characters. Short names must be unique within an organization hierarchy (e.g. Short name: IRS; Description: Internal Revenue Service).

Application Tip
Do not include the following special characters in the **Short Name** field: **&** (ampersand), \ (back slash), ' (apostrophe), or @ (at sign). OTCnet will accept these special characters; however, entering these special characters will cause processing problems. Special character limitations apply to all levels in the hierarchy.

Note: Below is a general **Application Tip** that applies to all tasks if modified. The **Edit** feature is located on the **Review** pages for the tasks you perform.
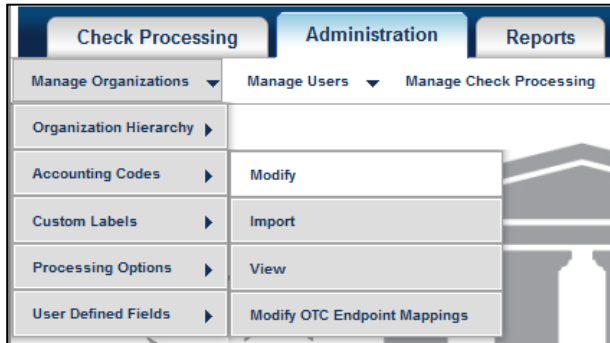
Application Tip
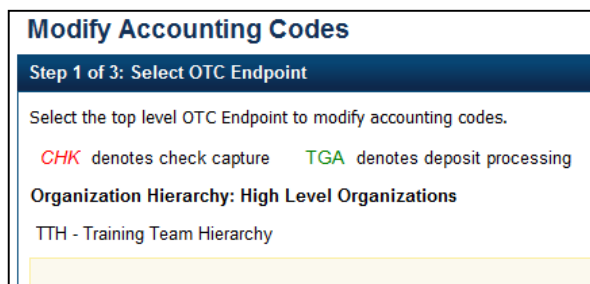For all tasks, click **Edit** if you need to make additional changes after reviewing the information.

3 — Add Accounting Codes

To add **Accounting Codes**, complete the following steps:

3.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify**.

3.2 The *Step 1 of 3: Select OTC Endpoint* page appears. Select the OTC Endpoint for which you want to add the accounting codes.
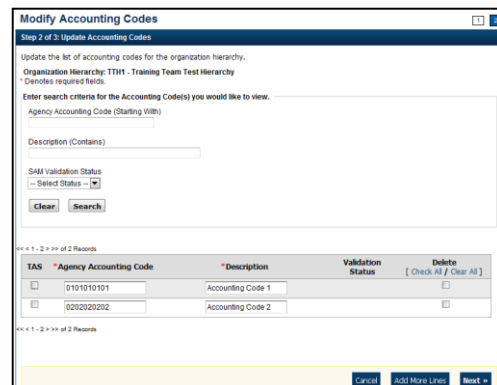
3.3 The *Step 2 of 3: Update Accounting Codes* page appears.

To enter the new accounting codes:
• Navigate to the first blank row. If all of the rows are populated scroll down to the bottom and click **Add More Lines**
• Enter the details in both **Accounting Code** and **Description** text boxes
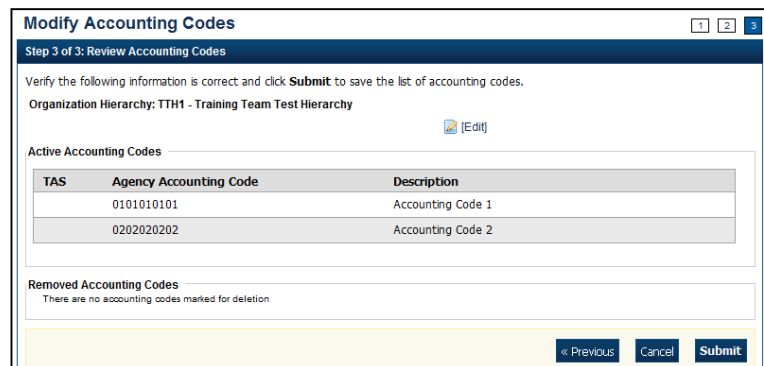
• Click the **TAS** check box to indicate the accounting code is a Treasury Account Symbol (if applicable)

• Click **Next** when you have completed entering the new accounting code(s).

Application Tip
To input additional agency accounting codes, click **Add More Lines** to insert additional rows to the table.
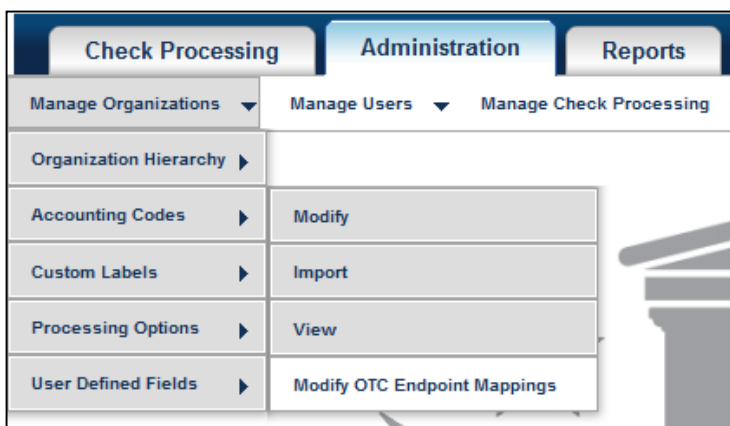
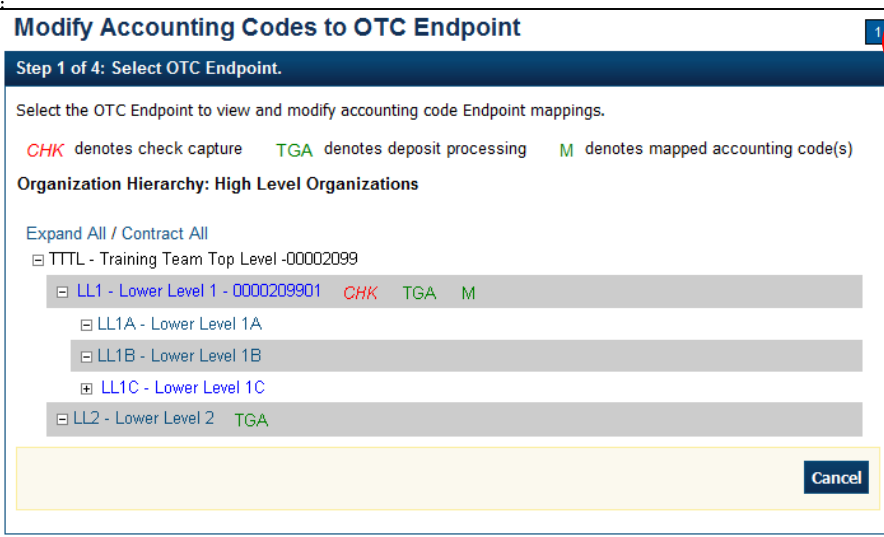3.4 The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.

4 — Map Accounting Codes

To map **Accounting Codes**, complete the following steps:

4.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**.

4.2 *Step 1 of 4: Select OTC Endpoint* page appears. Select the **OTC Endpoint** for which accounting code endpoint mapping you would like to assign.

4 | **Map Accounting Codes Cont'd**

4.3 *The Step 2 of 4: View Assigned Accounting Codes* page appears. Click **Assign Mappings**.

4.4 The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears. Enter the search criteria for **Accounting Code (Starting With)** and/or **Description (Contains)** and click **Search.**

4.5 The *Step 2 of 4 Continued:* Check the **Assign** box(es) for the accounting code that you want to assign and click **Next**.

Application Tip
All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint display on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

4.6 The *Step 3 of 4: Assign Accounting Codes page appears.* Review and verify the accounting code(s) you would like to assign and click **Next**.

Application Tip
Check the **Remove** box(es) and click the Update button to delete the OTC Endpoint mapping for an accounting code.

4.7 The *Step 4 of 4: Review Accounting Codes to Endpoint page appears.* Confirm the information is correct and click **Submit** to assign the accounting code(s) to the **OTC Endpoint**.

Once you have submitted the request to assign accounting code(s), you will have the option to click on **Manage Additional** which will allow you to assign or remove additional accounting codes.

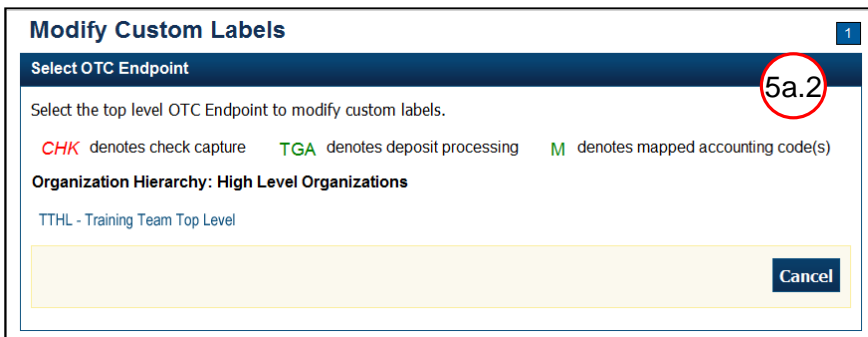## 5a — Set Deposit Processing Options (Custom Labels)

To <u>define a **Custom Label,**</u> complete the following steps:

5a.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Custom Labels** and click **Modify**.

5a.2 The *Select OTC Endpoint* page appears. Select the highest level **OTC Endpoint** for which you want to modify custom labels.
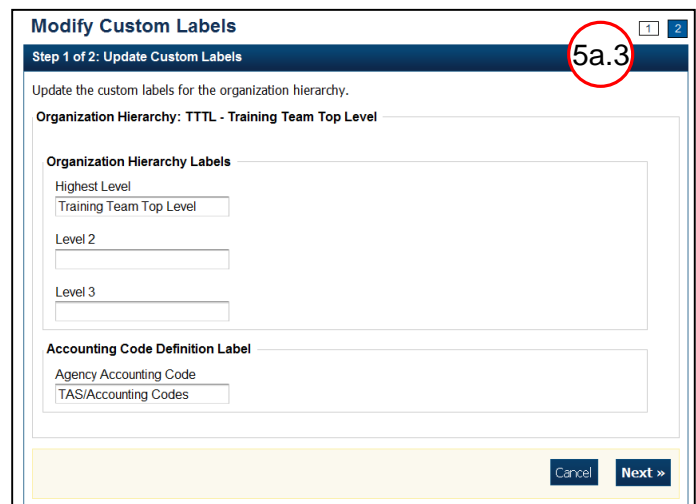

5a.3 The *Step 1 of 2: Update Custom Labels* page appears. Update the custom label(s) for the organization hierarchy and click **Next**.
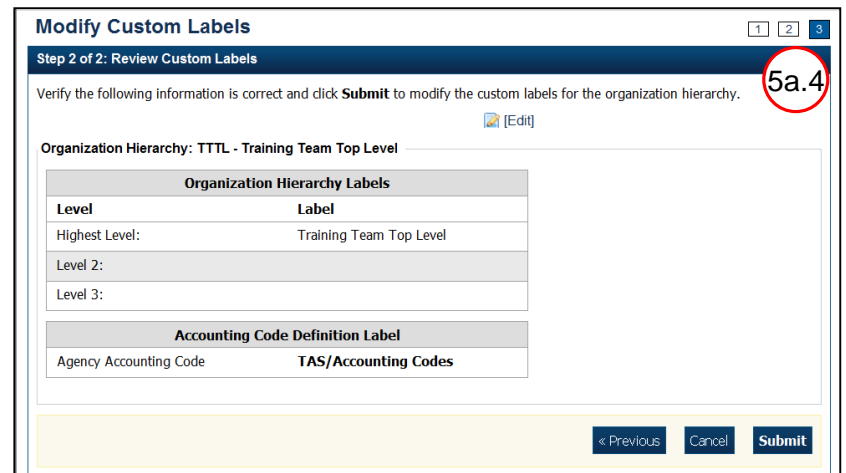
Update the labels by:
- Entering a title for your **Organization Hierarchy Labels**
- Entering an agency accounting code title for the **Accounting Code Definition Label**

5a.4 The *Step 2 of 2: Review Custom Labels* page appears. Verify the information is correct and click **Submit**.

5b — Set Deposit Processing Options (Modify Processing Options)

5b.1 From the **Manage Organizations** menu, select **Processing Options** and click **Modify**

5b.2 The *Step 1 of 3: Select OTC Endpoint* page appears. Select the OTC Endpoint for which you want to modify a processing option.

5b | **Set Deposit Processing Options (Modify Processing Options Cont'd)**

5b.3 The *Step 2 of 3: Define Processing Options* page appears. Modify the processing option(s).

*To modify **Accounting Classifications for Adjustments**, you can update **Default Accounting Codes** by:*
• Selecting either **Use parent's values** or **Use my values**
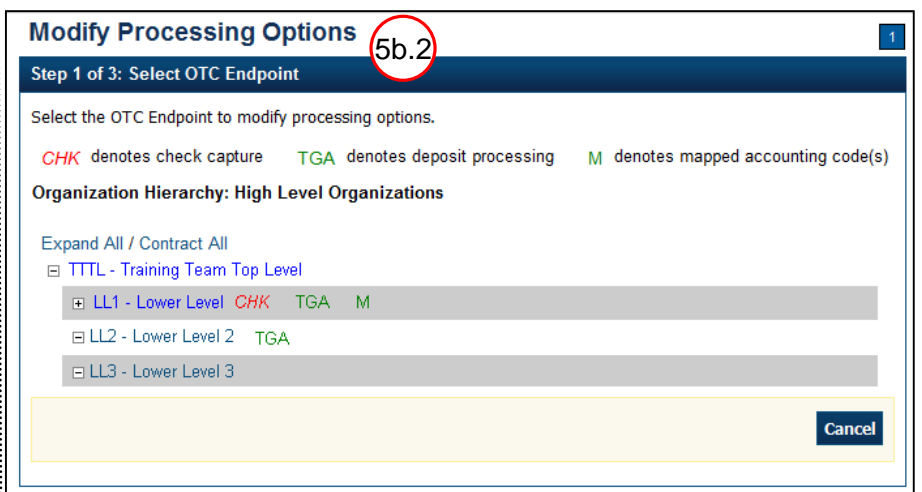• Entering the search criteria for the accounting code you would like to view and click **Search** (magnifying glass) or Clicking **Search** (magnifying glass) to view accounting codes
• Selecting the accounting code to apply a credit and/or debit adjustment type and click **Apply to Debit** and/or **Apply to Credit**
• Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

*Update **Default Accounting Code Usage** by:*
• Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
• Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

*To modify **Correspondence**, you can update **Returned Items** by:*
• Selecting **Use parent's values** or **Use my values**
• Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
• Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

*Update **Deposit Adjustment** by:*
• Selecting **Use parent's values** or **Use my values**
• Entering the corresponding address information that you would
• like to be displayed to a financial institution when a deposit adjustment is created
• Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

*To modify **Deposit Preparation**, you can update **ITGA Deposit Creation** by:*
• Selecting **Use parent's values** or **Use my values**
• Selecting **Yes** or **No** to allow endpoint to create foreign deposits If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details
• Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

5b — Set Deposit Processing Options (Modify Processing Options Cont'd)

Update **Subtotals and Cash Count** by:
- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
  - Include Sub-totals for Checks/Money Orders and Cash
  - Include Currency count and sub-totals by denomination
  - Include Coin count and sub-totals by denomination
  - Allow changes by an organization lower in hierarchy

Subtotals and Cash Count

Update subtotals and currency/coin counts for deposits
- ○ Use parent's values   ● Use my values

Include sub-totals for Checks/Money Orders and Cash
- ● Yes   ○ No

Include Currency count and sub-totals by denomination
- ● Yes   ○ No

Include coin count and sub-totals by denomination
- ● Yes   ○ No

Allow changes by organization lower in hierarchy
- ● Yes   ○ No

Update **Accounting Code Subtotals** by:
- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options
  - Allow negative accounting code subtotals
  - Allow changes by an organization lower in hierarchy

Accounting Code Subtotals

Negative Accounting Code Subtotals
- ○ Use parent's values   ● Use my values

Allow negative Accounting Code Subtotals
- ● Yes   ○ No

Allow changes by organization lower in hierarchy
- ● Yes   ○ No

Update **Separation of Duties** by:
- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options.
  - Deposits must be prepared and approved by different employees *(unless permission is granted otherwise)*
  - Allow changes by an organization lower in hierarchy

Separation of Duties

Update policy requiring separation of duties for deposit preparation and approval
- ○ Use parent's values   ● Use my values

Deposits must be prepared and approved by different employees
- ○ Yes   ● No

Allow changes by organization lower in hierarchy
- ● Yes   ○ No

Modify **Transaction History** by:
- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box (if applicable)
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

5b.4 Cont'd Click **Next**

Transaction History

Update the number of days displayed
- ○ Use parent's values   ● Use my values

Number of days displayed*
- 15

Allow changes by organization lower in hierarchy
- ● Yes   ○ No

(5b.4)

« Previous   Cancel   Next »

5a.5 *The Step 3 of 3: Review the following processing options* page appears. Verify the information is correct and click **Submit**.

Modify Processing Options

Step 3 of 3: Review the following processing options

Verify the following information is correct and click **Submit** to store the processing options.

[Edit]

Organization Hierarchy: TTTL - Training Team Top Level -00002099

Accounting Classifications for Adjustments, Corrections, and Returned Items

Default Accounting Codes

Adjustment Type/Default Accounting Code	Account Code	TAS
Debit	1212	
Credit	1213	
Inherit Option from Parent	No	
Can Descendant Org Modify	Yes	

Default Accounting Code Usage

Default based upon Deposit Subtotals for Deposit Adjustments	Yes	
Inherit Option from Parent	No	
Can Descendant Org Modify	Yes	

Correspondence

Returned Items

Organization Name	Train
Attention	
Address Line 1	111 Train St
Address Line 2	
City	McLean
State/Province	VA
Country	US
Postal Code	22102
Contact Phone Number	
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Deposit Adjustments

Organization Name	Train
Attention	
Address Line 1	111 Train St
Address Line 2	
City	McLean
State/Province	VA
Country	US
Postal Code	22102
Contact Phone Number	
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Deposit Preparation

ITGA Deposit Creation

Allow OTC Endpoint to create foreign deposits	Yes
Default foreign currency when creating deposits	AUD
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Subtotals and Cash Count

Include sub-totals for Checks/Money Orders and Cash	Yes
Include Currency count and sub-totals by denomination	Yes
Include coin count and sub-totals by denomination	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Accounting Code Subtotals

Allow negative numbers on accounting sub-total amounts	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Separation of Duties

Deposits must be prepared and approved by different employees	No
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Transaction History

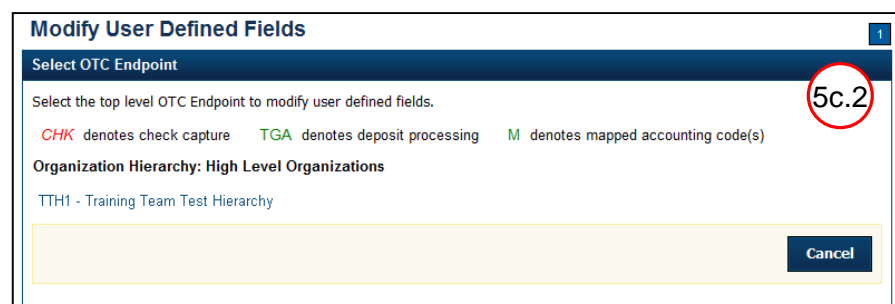|	
Number of days displayed in Transaction History	15
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

(5b.5)

« Previous   Cancel   Submit

5c | Set Deposit Processing Options (Create a User-Defined Field)

To <u>create a **User-Defined Field**</u>, complete the following steps:
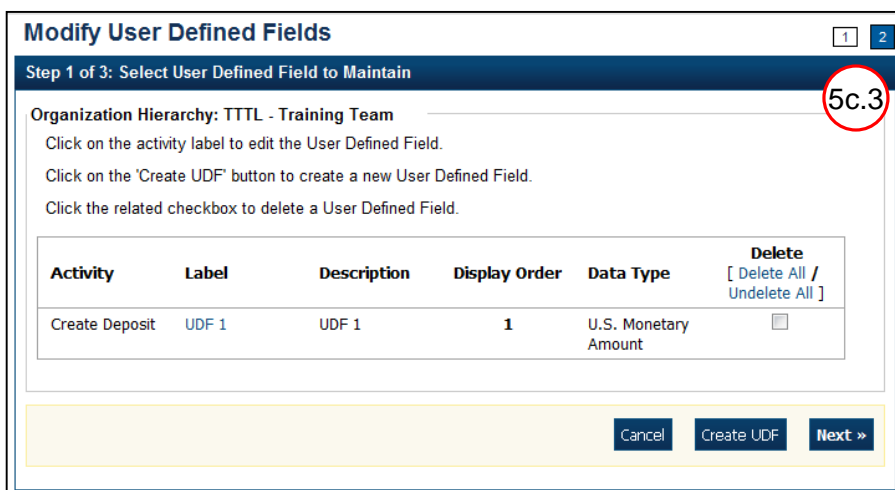
5c.1 Click the **Administration** tab. From the **Manage Organization** menu, select **User-Defined Fields** and click **Modify**.
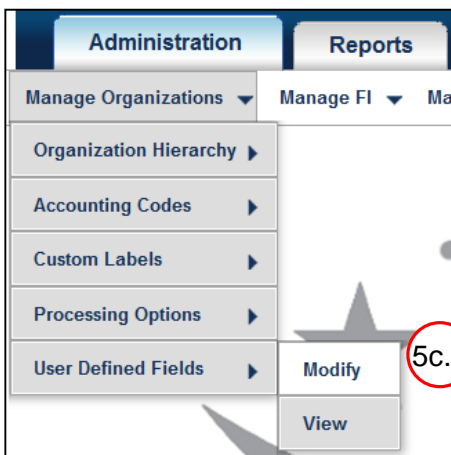
5c.2 The *Select OTC Endpoint* screen appears. Select the highest level organization for which you want to modify user defined fields (UDFs).

5c.3 The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the **Create UDF**.

5c.4 The *Step 2 of 3: Modify the User Defined Field* page appears. Add the user defined field, and click **Done.**
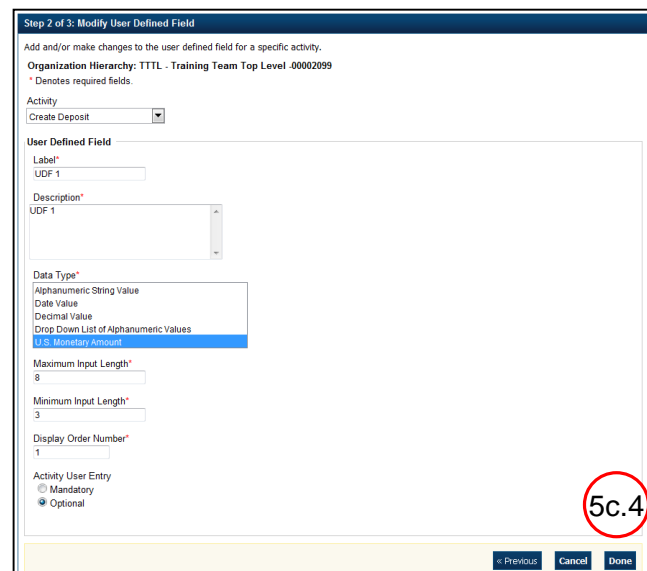
You can add a user defined field by:
- Selecting the **Activity** type for the user defined field
- Entering the **Label** and **Description**
- Selecting a **Data Type.** If *the Drop Down List of Alphanumeric Values* **Data Type** is selected, proceed to **List Values** and task 5c.5

- If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 5c.6.
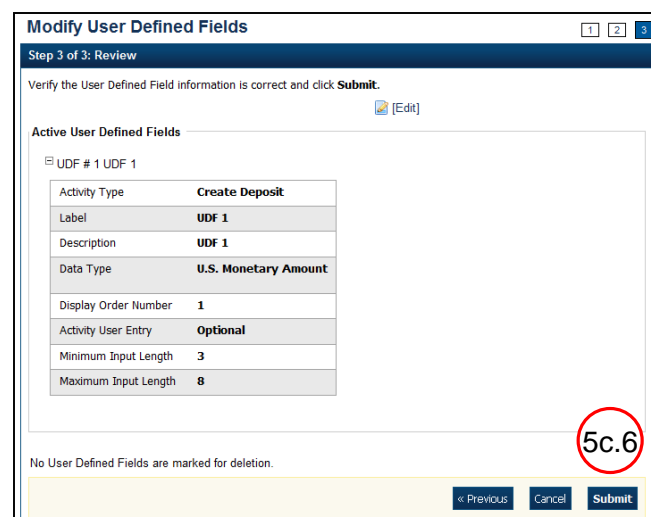
  - **Maximum Input Length** (Maximum length is 255)
  - **Minimum Input Length**
  - **Display Order Number**

- Selecting **Mandatory** or **Optional** for Activity User Entry

- Click **List Values** and follow 5c.5 (if applicable, if not click **Done**)

5c.5 A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done.**

5c.6 The Step 3 of 3: *Review* page appears. Verify the User Defined Field information is correct, and click **Submit**.
The User Defined Fields cannot be modified if it is associated with deposits that are in **Draft** or **Awaiting Approval** status.

Configuring a Check Capture Terminal

This Job Aid is setup to print on 11x17

**In this job aid, you will learn how to configure a check capture terminal. Specifically, you will learn how to access terminal configuration, configure system, application and devices application, as well as establish a default OTC Endpoint.**
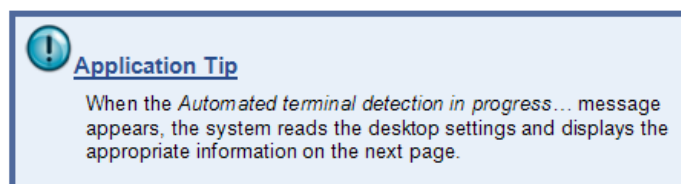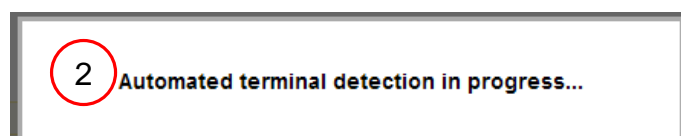
Terminal Configuration - Online (Check Capture Terminal Settings)

To configure a check capture terminal, complete the following steps:

1. Click the **Administration** tab. From the **Manage Check Processing** menu, select **Terminal Configuration** and click **Modify**.
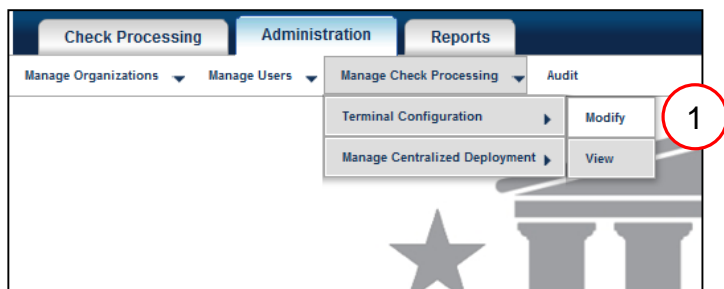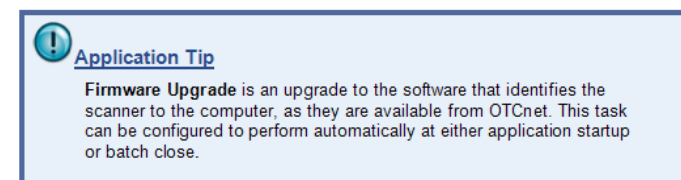

2. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress…* message.
   Note: No action is required in this Step.

Application Tip

When the *Automated terminal detection in progress…* message appears, the system reads the desktop settings and displays the appropriate information on the next page.

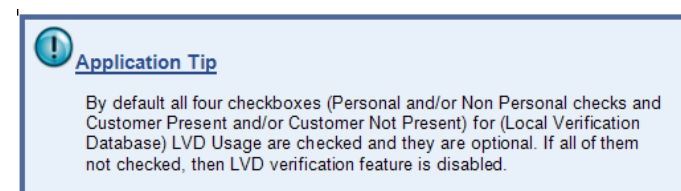3. The *Step 2 of 4: Update the Terminal Configuration* page appears. Enter the system configuration.

   3.1 Under **System Configuration**,
   Set **Task Execution** by:
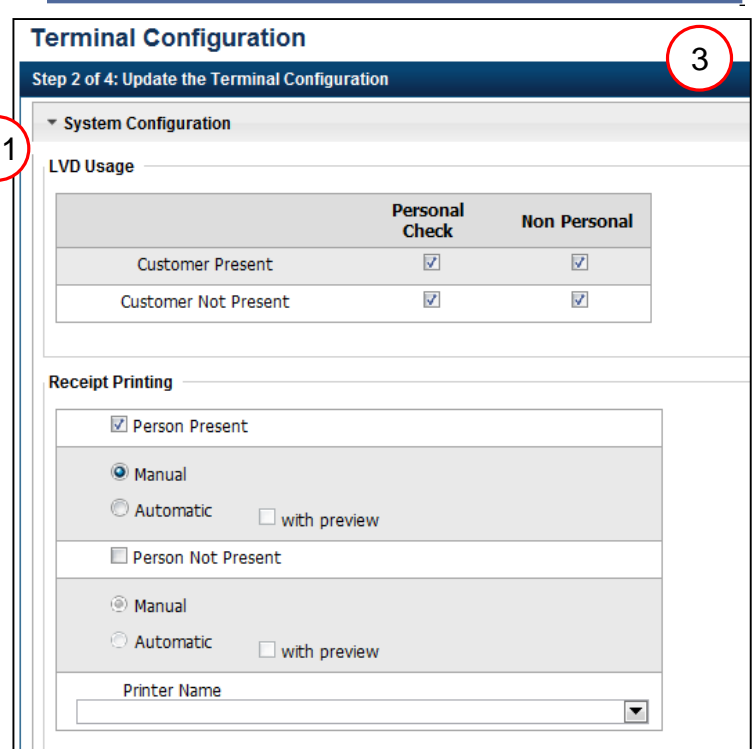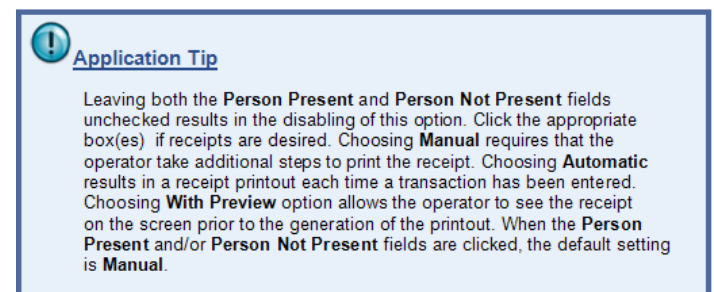   • Clicking **Start up** and/or **Close Batch** for Firmware Upgrade

Application Tip

Firmware Upgrade is an upgrade to the software that identifies the scanner to the computer, as they are available from OTCnet. This task can be configured to perform automatically at either application startup or batch close.

   Set MVD/**LVD Usage** by, *optional:*
   • Checking or unchecking **Personal Check** and/or **Non Personal** For Customer Present
   • Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Not Present

Application Tip

By default all four checkboxes (Personal and/or Non Personal checks and Customer Present and/or Customer Not Present) for (Local Verification Database) LVD Usage are checked and they are optional. If all of them not checked, then LVD verification feature is disabled.

   Set **Receipt Printing** by, *optional*
   • Checking **Person Present**
     - Click the **Manual** or **Automatic** radio button (Check **with preview)**
   • Checking **Person Not Present**
     - Click the **Manual** or **Automatic** radio button (Check **with preview)**
   • Select **Printer Name**, using drop-down menu

Application Tip

Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. Click the appropriate box(es) if receipts are desired. Choosing **Manual** requires that the operator take additional steps to print the receipt. Choosing **Automatic** results in a receipt printout each time a transaction has been entered. Choosing **With Preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Person Present** and/or **Person Not Present** fields are clicked, the default setting is **Manual**.

3.2 Under **Application Configuration**,
   • Enter the **Terminal ID**

Application Tip

The **Terminal ID** field is available for data entry during initial setup. After the **Terminal ID** is assigned it is protected and cannot be changed.

Application Tip

The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

   • Select **Single** or **Batch** for Processing mode

Application Tip

The **Single** processing mode only allows the user to scan one check at a time. The Batch processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The **Batch** mode is only available for EC7000i or Panini scanners.

Terminal Configuration - Online *Cont'd* (Check Capture Terminal Settings)

3.2 Under **Application Configuration** *(Cont'd)*,
- Select **Single** or **Batch** for Processing mode

> **(!) Application Tip**
>
> The **Single** processing mode only allows the user to scan one check at a time. The Batch processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The **Batch** mode is only available for EC7000i or Panini scanners.

- Select **Settle Best Method** or **Truncate All Items** for Cashflow
  - Check **Back office Processing Only**

> **(!) Application Tip**
>
> The **Settle Best Method** is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non personal items on the Entry Screen. The **Back Office** Processing method should be used by agencies that receive payments in person, and then scan the checks at a later time in a controlled, back office environment. **Truncate All Items** represents only non-personal items are allowed (for all processing methods) on the Entry Screen.

> **(!) Application Tip**
>
> If the **Batch Control** is set to Optional, OTCnet prompts the user to use the batch control. If the **Batch Control** is set to Mandatory, OTCnet prompts for batch control totals.

- Select **Optional** or **Mandatory** for Batch Control
- Click **Prompt on batch Create** and/or **Prompt on batch Close** for Batch control Prompts

3.3 Under **Devices Application**,
- Select the **Scanner** model, *required*

Scanner Types

EC7000i	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
EC9000i	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
Panini MyVision X	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
Panini Vision X	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time)
Panini I: Deal	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time)

- Select **USB Port** or **Serial Port**, *required*
  - Select the Serial Port type

- Check **Franking Enabled**, *optional*

> **(!) Application Tip**
>
> The **Franking Enabled** option is only available for EC6000i and EC7000i scanners. This option allows the scanner to automatically stamp checks with the words *Electronically Presented* upon completion of the each check scan.

- Check **Keypad Enabled**, *optional*

> **(!) Application Tip**
>
> The **Keypad Enabled** option is available when electing to use the optional Yes/No keypad. Enabling the keypad allows the check writer to confirm the transaction dollar amount via the keypad.

- Check **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel**, *if applicable, required*

> **(!) Application Tip**
>
> If **Keypad Enabled** option is enabled, then **Pass Through Channel** or **Serial Port** is available for selection.

3.4 Click **Next**.

4. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears.

   4.1 Under **Available OTC Endpoints**,
   - Select the **OTC Endpoint(s)** you want to **Add** by checking the box(es) under the **Add** column, and click **Add**

> **(!) Application Tip**
>
> The OTC Endpoints are permission based and are only visible to users with the appropriate permissions.

4.2 Under **Configure OTC Endpoint**,
- Select a **Default OTC Endpoint**, *required*

Application Tip
Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Scan Checks actions.

Application Tip
At least one **Default OTC Endpoint** is required per terminal.

4.3 Under **Configure OTC Endpoint**,

5. The *Step 4 of 4: Review the Terminal Configuration* page appears.

   5.1. Verify the Terminal Configuration is correct. Click **Edit** if you need to modify the information entered.

   5.2 Click **Submit**.

Application Tip
A *Confirmation* page appears stating that the Terminal Configuration record has been updated.

Terminal Configuration

Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint Configuration   [Edit]

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
✔	2223334401	TTHLL2	1009	Training Team Test Hierarchy Lower Level 2

Added OTC Endpoints

There are no new OTC Endpoints added

Removed OTC Endpoints

There are no OTC Endpoints Removed

System Configuration   [Edit]

LVD Usage

	Personal Check	Non Personal
Customer Present	✔	✔
Customer Not Present	✔	✔

Receipt Printing

Person Present	Manual
Person Not Present	None
Printer Name	
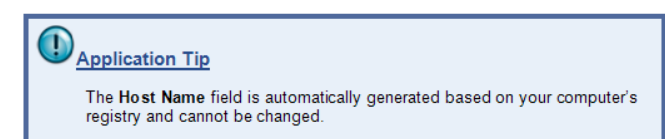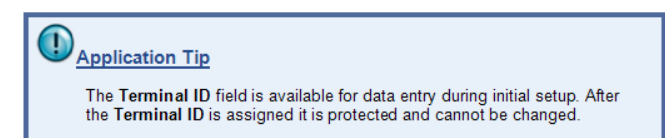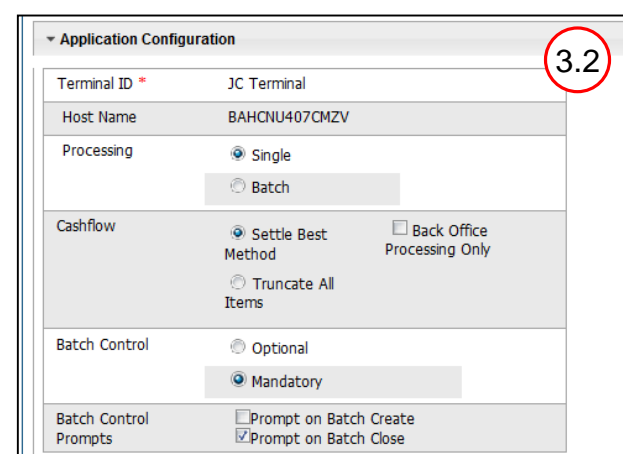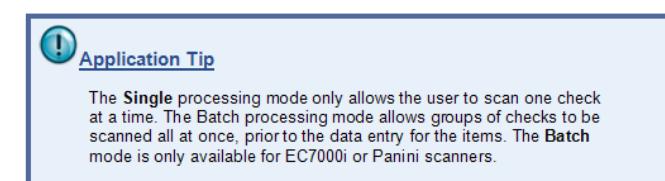
Application Configuration   [Edit]

Terminal ID	JC Terminal
Host Name	BAHCNU407CMZV
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

Devices Configuration   [Edit]

Scanner	Panini I:Deal
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

NOTE: This job aid is not intended to replace *Chapter 4 (Managing Your Agency's Hierarchy), Chapter 5 (Configuring Deposit Processing Settings)* or *Chapter 7 (Configuring Check Capture Settings)* of the OTCnet Administration Participant User Guide.